



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: ADMINISTRATIVE FINANCIAL SUPPORT SPECIALIST DATE OPENED: 1/28/2021

DEPARTMENT: FECC CLOSING DATE: 2/15/2021

If you have any questions about this position vacancy, call: (406) 758 - 2494.

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: \_\_\_\_\_

☒ FULL TIME

☒ REGULAR  
(YEAR ROUND POSITION)

IF APPLICABLE:

TRAINING WAGE: \$ \_\_\_\_\_ per \_\_\_\_\_

\_\_\_\_ PART TIME

\_\_\_\_ SEASONAL

STARTING WAGE: \$ 19.03 per Hour

SALARY AT:

1 YEAR STEP: \$ 19.80 per Hour

2 YEAR STEP: \$ 20.59 per Hour

3 YEAR STEP: \$ 21.00 per Hour

\_\_\_\_ TEMPORARY

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

See Job Description

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:

[https://flathead.mt.gov/human\\_resources/apply/](https://flathead.mt.gov/human_resources/apply/)

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

*Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

**Job Title:** Administrative Financial Support Specialist **Job Code:** 14730  
**Department:** FECC **Pay Grade:** Stnd 24  
**Reports to:** 911 Center Director **FLSA Status:** ☒ Non-Exempt ☐ Exempt

**Department Overview:** Flathead Emergency Communication Center (FECC) is the umbrella organization over 911 Dispatch, 911 IT/GIS, and the Public Safety Radio Communications Department. FECC serves as the public safety answering point for 911 calls, dispatches needed assistance, and provides a public safety radio communication system in Flathead County, Montana.

**Job Summary:** Under the supervision of the 911 Center Director, assists with financial and personnel activities of the department, and performs administrative and technical support duties. This position requires a moderate level of discretion and judgment in speaking for the department and in providing administrative and technical support services.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Prepares and enters onto the claims program Accounts Payable for all department programs.
- Prepares deposits.
- Completes payroll.
- Assist with public information outreach efforts (informational flyers, newsletters, social media).
- Assist in fiscal activities including setting up and maintaining all accounts.
- Assist with cost reports and other financial reports as required.
- Assist with preparing department and individual program budgets.
- Maintain and update personnel records.
- Inventory and track all small item equipment for all department programs.
- Handle conference room scheduling and room preparation.
- Arrange agenda and material for meetings, conferences, and special events.
- Take minutes of meetings and prepares transcriptions.
- Assist with purchasing.
- May conduct special projects.
- Composes correspondence and types letters, reports, and memos.
- Performs related work as required.

**Non-Essential Functions:**

- Perform other duties as assigned including but not limited to attending staff or safety meetings, providing backup for other staff, participating in training, etc.

**Physical Demands and Working Conditions:**

- The employee is constantly required to use hands to handle objects and to keyboard.
- Frequently required to sit, talk, write, listen and read.
- The employee may infrequently be required to stand, walk, climb, balance, stoop, kneel, crouch or crawl and reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.
- The employee is infrequently required to lift and/or move up to 25 pounds.
- The general working conditions are in an office environment.

**Supervision Exercised:** The primary function of this job is not in a supervisory capacity.

**Knowledge, Skills, and Abilities:**

- Knowledge of sound governmental accounting.
- Knowledge of modern office methods and equipment, including filing and indexing procedures.
- Knowledge of contemporary computer usage including word processing, spreadsheets and databases.
- Knowledge of financial management of grants.
- Knowledge of business English, spelling, composition and grammar.
- Knowledge of the duties and responsibilities of each department.
- Skill in the use of various office machines with a high level of proficiency.
- Ability to perform complex clerical work.
- Ability to effectively deal with administrative detail.
- Ability to make mathematical computations.
- Ability to communicate effectively verbally and in writing.
- Ability to act with initiative and good judgment and to make sound independent fiscal and administrative decisions.

**Education and Experience:****Education:**

Associate of Applied Science degree in business or related field, or any equivalent combination of education and experience.

**Experience:**

Experience in a public agency, government accounting, or similar activity, is desirable.

<u>Action</u>	<u>Reference</u>	<u>Date</u>
Adopted	Commissioners' Minutes	08/11/09
Revised	Commissioners' Minutes	05/06/13
Revised	HR Salary Recommendation Transmittal Signed 5/28/14	07/01/14
Revised	Commissioners' Minutes	10/16/14
Revised	Commissioners' Minutes	PENDING